King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.007 - **Change of Employee Personal Information**	Approved By:	Director Allen Nance
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Purpose
To establish procedures to be followed by department staff in the event of a change in address, telephone number, emergency contact, or legal name.

Policy
It is the policy of the department that all employees provide their current legal name, phone number, address, and emergency contact to the department and that all employees notify the department as soon as possible regarding any changes to this information.

References
Department Form: Officer's Report (F-627)
King County Form: Personal Information Update Form

Definition
People Soft: Employee self-service computer program, which enables staff to update any changes in personal information.

A. General Guidelines:
1. Employees shall keep the department informed of their current physical and mailing address.
2. Employees shall keep the department informed of their current contact telephone number(s).
3. Employees shall keep the department informed of any legal name change.

B Procedures:
1. Employees shall notify the department's Human Resources Office by using PeopleSoft (Employee Self Service) to update any change in personal information.
2. Employee name change:
   a. Employees shall keep the department informed of any legal name changes.
   b. Employees must notify DAJD Human Resources of any legal name changes via King County Personal Information Update Form.
      1) Employees must also submit supporting documentation (i.e., marriage certificate, updated Social Security card, etc.) of the legal name change.